DOCUMENT RESUME

ED 196 434 IR 009 060

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TITLE International Exchange of Bibliographic Information on Materials for the Blind and Physically Handicapped.
INSTITUTION Library of Congress, Washington, D.C. National Library Service for the Blind and Physically Handicapped.
PUB DATE Sep 80
NOTE 8p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Cataloging: Interlibrary Loans: International Programs: *Library Materials: *Library Networks: Nonprint Media: *Physical Disabilities: *Policy: Shared Services: Standards: Union Catalogs: *Visual Impairments
IDENTIFIERS International Federation of Library Associations

ABSTRACT

Based on principles and methods tested by library systems serving nonhandicapped readers, this list of international standards was developed to further the establishment of a national bibliographic center in each country that would build a national union catalog founded on information from libraries and producers about existing and new materials for handicapped individuals. The policy details the mechanism for international sharing of bibliographic resources, the standardization of media of exchange, cataloging rules, and the establishment of a Working Group of Libraries for the Blind (WGLB) subcommittee on bibliographic standards. An appendix provides additional interpretations of existing provisions of the International Standard Bibliographic Description for Non-Book Materials (ISBD,NBM) that are designed to adapt the ISBD,NBM to the special requirements of materials in braille, recorded, and other formats for the handicapped. (Author/FM)

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International Exchange of Bibliographic Information on Materials for the Blind and Physically Handicapped

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Round Table of Libraries for the Blind
International Federation of Library Associations

September 1980

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INTRODUCTION

Resource sharing has long been a goal of libraries serving nonhandicapped people because no library can hope to possess every book or source of information produced throughout the world. The ideal is to make it possible for a client of a particular library to gain access to the information sources available in other libraries both nationally and internationally. To this end, a worldwide interlibrary loan system, in process now, should be fully developed.

The "International Exchange of Bibliographic Information on Materials for the Blind and Physically Handicapped" has been formulated by the Round Table of Libraries for the Blind (RTLB). This policy is based on principles and methods tried and tested by library systems throughout the world that serve nonhandicapped readers. Since these institutions have found resource sharing as necessary as it is beneficial, libraries serving handicapped individuals should realize that resource sharing is equally essential.

The first step toward resource sharing is establishment of a national bibliographic center in each country. The purpose of a center is to build a national union catalog based on information from libraries and producers about existing and new materials for handicapped individuals. Incorporation of the centers into, or their close association with, the national library system of their country would be advantageous for a variety of reasons, not the least of which is the possibility of obtaining state funding for the small, specially trained staffs of librarians required to perform the centers' work.

Where feasible, computerization would greatly facilitate development of national union catalogs, and no one should be intimidated by automation; however, a card catalog in the simplest author-title format would be a useful beginning. Whether manual or automated, such a system would permit the reader in search of a particular book to ascertain (by letter, telephone, or telex) whether the desired material is available and where it is located without the necessity of directing inquiries to each of the many agencies that may be active in a country. The same convenience is doubly applicable to the international inquirer. Similarly, such a catalog would facilitate better utilization of a country's production facilities since producers could ascertain whether a requested book is already available and in many cases avoid expensive and time-consuming production.

Uniform standards of cataloging are necessary to enable the holders of the various national union catalogs to communicate quickly, easily, and effectively. Basing standards on those already accepted internationally seemed best and led to a close examination of the International Standard Bibliographic Description (ISBD) as applied to Non-Book Materials (NBM). These particular standards were designed for nonbook materials, such as maps, video tapes, pictures, and audio media, usually used by sighted people. There have been no specific provisions for materials used by handicapped people, which are always braille or sound recording copies of existing materials. Therefore, it was decided to formulate certain adaptations of the ISBD for Non-Book Materials to make these standards suitable for use with materials for handicapped readers who invariably ask for books by the original print title, author, and edition—information seldom complete on specially formatted materials.

The standards that follow are a goal. Some are in effect, some are in progress, and others are yet to come. With this goal, we can anticipate the uniformity that is needed. Those countries yet to begin implementation may have an advantage since they can benefit from the experience of those who have begun.

Resolution on International Exchange of Bibliographic Information on Materials for the Blind and Physically Handicapped

The International Federation of Library Associations (IFLA) Working Group of Libraries for the Blind recognizes the importance of catalog information in promoting international exchange of reading materials for blind and physically handicapped people. To improve the availability of cataloging data, it resolves that all countries represented shall undertake to implement the following resolutions, to the extent their resources allow.

I. **Mechanism for International Exchange of Bibliographic Information**

The IFLA Working Group of Libraries for the Blind (WGLB) recognizes that international exchange of bibliographic information must rest on a foundation of national bibliographic control. Therefore, it proposes that:

1. A national bibliographic center for special-format materials* shall be designated in each country represented in the WGLB. The functions of this center shall be to gather bibliographic data on all special-format items produced in the country, and to make the data available to other nations.
2. The national bibliographic center for each country shall be designated by WGLB members representing that country, in consultation with others as appropriate.
3. Each national center shall designate a representative to maintain liaison with the WGLB subcommittee on bibliographic standards. The Working Group of Libraries for the Blind recommends that each national group consult with its national library before designating a national bibliographic center for special-format materials. Many national libraries are now serving as bibliographic centers for print and nonprint materials. These may or may not be suitable as bibliographic centers for special-format materials.

II. **Standardization of Media of Exchange**

The IFLA WGLB recognizes the importance of standardized media of exchange for bibliographic data. Such media may include:

—publication of bibliographic records in regularly issued national bibliography;
—catalog cards;
—machine-readable records.

The WGLB proposes that:

1. Representatives of countries in the WGLB shall determine the appropriate forum for publication of bibliographic records of special format materials. Representatives of countries with active national bibliographies shall confer with appropriate persons to determine whether the existing national bibliography provides an outlet for these records. If not, the designated national center shall explore initiation of an alternate publication.
2. Each country shall explore mechanisms for making its catalog cards available to other countries, and produce a statement of policy.
3. Existing capabilities for machine-readable catalog records shall be reported by each country. Where machine-readable formats exist, they shall be reviewed for conformance with existing standards for communication of this information, namely ISO 2709 and UNIMARC. Where new formats are developed, they shall be compatible with national and international standards.

III. **Cataloging Rules**

The WGLB proposes to use the International Standard Bibliographic Description for Non-Book Materials (ISBD[NBM]), with appropriate additions and interpretations, as a standard for bibliographic description. (Appendix 1 contains the list of proposed additions and interpretations.) It is recommended that all member libraries adopt cataloging rules consistent with the ISBD(NBM). The WGLB Subcommittee on Bibliographic Standards will serve as a resource group to assist members in determining their cataloging policy.

IV. **Establishment of WGLB Subcommittee on Bibliographic Standards**

The WGLB establishes a Subcommittee on Bibliographic Standards to perform the following tasks:

1. To maintain liaison with WGLB members, assisting libraries in adopting the measures approved by the WGLB and monitoring progress in their implementation;
2. To maintain awareness of developments in international cataloging standardization, and to evaluate their adaptation to libraries for the blind and physically handicapped.

*Special-format materials are defined as braille, recorded, and other materials produced for the use of the blind and physically handicapped.

Appendix 1

Additions and Interpretations of the ISBD(NBM) as Used in the Cataloging Rules for Materials for the Blind and Physically Handicapped

Preface

The following are additional provisions and interpretations of existing provisions of the International Standard Bibliographic Description for Non-Book Materials (ISBD[NBM]).* They are designed to adapt the ISBD(NBM) to the special requirements of materials in braille, recorded, and other formats for blind and physically handicapped readers. *They are not meant to supplant the ISBD(NBM), or to be used apart from it.* It is suggested that they be reviewed with a copy of the ISBD(NBM) in hand.

The fundamental reason for this set of additions and interpretations is to further the goal of libraries for the blind and physically handicapped to provide their readers with access to the world of books on a footing as nearly equal with other readers as possible. Almost all the books in these libraries are copied from print originals; very little is done first in braille, recorded, or other special media. Books are copied as faithfully and exactly as possible into special formats—yet by the nature of the media used, the copies cannot be exact reproductions, as photocopies or microform copies are. This situation requires the cataloger to balance the two functions of identifying the print original, and describing the unique features of the special-format copy. Together with the ISBD(NBM), this document supplies the principles and general methods for performing that task.

Preliminary Notes

0.2. Definitions

Distributing agency—an organization or other entity which is designated by the sponsor of a special-format item to distribute copies to appropriate agencies or individuals.

Duplicating agency—an organization or other entity which is designated by the sponsor of a special-format item to make copies from a master.

Mastering agency—an organization designated by the sponsor of a special-format item to create a special-format master.

Reissue—a named or otherwise identified batch of copies of an item produced from the same master copy as an earlier issue in the same physical form, and emanating from the same sponsor or mastering agency.

Remaster—an issue of a title previously issued by the same sponsor, but which has been created from a new master. Normally the same edition of the print book is used for the remaster.

Re-recording—a batch of copies in a different physical form from the original issue, but created from the same master.

Sponsor—the organization or other entity which initiates the conversion of a print book into a special format, and commissions and/or finances the creation of a master and duplication and distribution of copies.

0.4. Punctuation

Point (a) states that in areas 1, 2, 4, and 6 square brackets ([ ]) are used to indicate information obtained from outside the item itself. For special-format items, the chief sources of information include certain sources outside the item itself. These sources are defined for each area below. Information not taken from sources defined for areas 1, 2, 4, and 6 will be bracketed.

0.5. Sources of information

Making use of paragraph 0.5: *Sources of Information,* sub-para 24 of ISBD(NBM), standards for description of special-format items provide that the preferred data source for certain areas of information is the inkprint original, rather than the braille or recorded item, its container, or associated matter. This provision is required because of the overriding need to identify the special-format item with the inkprint original, and because the special-format copies rarely carry all required information about the original.

*Copies of the official full-text ISBD(NBM) are obtainable from:
IFLA International Office for UBC,
c/o British Library, Reference Division
Great Russell Street
London WC1B 3DG, United Kingdom
Price: £5 or $U.S. 12.00

In using information from the inkprint original, however, the cataloger may omit statements regarding material not found in the special-format copy, for instance statements identifying an illustrator or relating to the presence of illustrations. The preferred sources of information are identified for each area below. For braille books with braille and inkprint title pages, the inkprint title page is preferred.

0.10. Misprints

Misprints occurring in the special-format item are reproduced. Misprints occurring in the print original, but not recurring in the special format copy, are not reproduced.

Specification of Elements

1. Title and Statement of Responsibility Area

If available, data from the chief source of information of the inkprint original is preferred. Otherwise, information from the preferred sources of information of the special format copy are used.

1.2 General material designation: see additions to Appendix II for additional terms.

1.5 Statements of responsibility

In addition to the entries listed, narrators and braille transcribers may optionally be listed here. Preferably, they are given in a note, as provided in Section 7.

1.5.4 Statements of responsibility may be taken from the inkprint original as specified above.

2. Edition Area

Edition statements relating to the print original are carried here as specified in the ISBD(NBM). The original is the preferred source of information.

Edition statements related to the special format item may be carried as additional edition statements (2.4), or (preferably) in a note. Such statements include data on reissue, remastering, and re-recording of a book.

3. Material Specific Area

No use of this area is envisaged.

4. Publication, Distribution Area

Data regarding both the publication of the print original and of the special format copy are carried in the catalog record. Preferably, publication information regarding the special format item is carried in a note. (See Section 7 below.) Optionally, it may be given as a second occurrence of Area 4, separated from publication information on the print original either by paragraph indentation or prescribed punctuation.

The only agency which must be identified for special format books is the sponsor. Where different, the distributor, duplicating agency, and mastering agency may be identified.

The preferred source of information for the original is the chief source of information of the original; if the original is unavailable, information from the preferred source of information of the special format item is used.

Data regarding the special format item are taken from its preferred sources of information.

4.3.2 Statements of function may employ the following terms, or their equivalents in languages other than English, in addition to those given:

Sponsor

Recording agency

Duplicating agency

Distributing agency

5. Physical Description Area

Physical description of the print original is not carried. All information describes the special-format item.

5.1.2 Where physical units (e.g. cassettes or reels) are normally packaged in standard containers, the number of containers may optionally be given.

e.g. — 7 cassettes in 2 containers
— 6 discs in 2 containers

5.1.4 Statement of Statement of playing time is optional for special-format items. For standard cassettes, total playing time available is expressed using the standardized designations C-60, C-90, etc.

5.1.5 Number of leaves is optional for braille.

5.1.19 Omission of playing time is not restricted to exceptional cases. (See 5.1.4.)

For braille, the following features may be noted:

a. Presence of graphs, maps, tables, raised line drawings, music, Nemeth code.
b. Print/braille or jumbo braille.
c. The reproduction process is given: either press or handcopied.
d. The grade of braille used is given.

5.2.8.4 Giving the number of sound channels is optional for special format items.

5.3.2 For braille, height and length are given.

5.3.4 Dimensions are optional for discs and cassettes. Cassette size may be specified using the standard designations C-60, C-90, etc. (See 5.1.4.)

6. Series Area

Series statements regarding the print original are given in this area. The print version is the preferred source of this information; in its absence, information may be taken from the special-format item.

Series statement regarding the special-format item may also be listed here, or may be given in a note.

7. Note Area

7.1.3 Statements concerning the narrator or (optionally) the braille transcriber are preferably given as notes. See also Section 1.5 above.

7.2 Notes concerning the edition of the special format item are provided for here. See also Section 2 above.

7.7.4 Notes regarding the narration or transcription of an item are provided for here.

8. Standard Number (or alternative) and Terms of Availability Area

Standard numbers relating to the print original from which the special-format item was produced may optionally be listed here. If listed, they must be labeled as pertaining to the original.

Appendix II

General and Specific Material Designations

Add

GMD	SMD
Print/braille	leaves volume etc.
Moon type	leaves volume etc.

EXAMPLES

[These examples exclude the headings normally used for filing cards, e.g. Author; Classification number.]

Elvis [Sound recording] : a biography / by Jerry Hopkins. — New York: Warner Books, 1975, c1971.
5 discs : 8 rpm ; 10 in.
Narrated by Larry Robinson.
Library of Congress, sponsor; American Printing House for the Blind, recording agency, 1978.
Includes discography.

(Example shows preferred placement of narrator and special-format imprint in notes area, rather than in body of the entry. Annotation, which is optional, is omitted. General medium designation, which is optional, is given.)

Success [Sound recording] / Michael Korda. — First ed. — New York : Random House, 1977.
3 discs : 8 rpm ; 10 in.
Narrated by Charlie Ryle.
Library of Congress, sponsor; APH, recording agency; MLI, duplicating agency, 1978.
Includes bibliographical references.
Bestselling author's brash and gamesmanship approach to successful careers for men and women. He offers tips on proper dress, on-the-job decisions, and winning over superiors.

(Example includes general medium designation, which is optional; narrator and special-format imprint are given in a note. Annotation is given.)

Who keeps America clean? / by Barbara Steinberg. — First ed. — New York : Random House, c1976.
1 cassette ; 4 track, 15/16 ips: C-90. — (Adventures in the world of work)
Narrated by Charlie Ryle and Virginia Cromer.
Library of Congress, sponsor, 1978.

Sargasso / Edwin Corley. — 1st ed. — Garden City, N.Y. : Doubleday, 1977.
3 v. ; press, grade 2 : 28 x 28 cm.
Library of Congress, sponsor; APH, transcribing agency; APH, distributor.

(Last two examples exclude general medium designation which is not needed if print; braille, tape and disc catalogs are kept separately.)